



Water Resources Department
105-B Upchurch St.
PO Box 250
Apex, NC 27502
919-249-3427

Development Services
73 Hunter Street (3rd Floor)
PO Box 250
Apex, NC 27502
919-372-7467

Planning Department
73 Hunter Street (2nd Floor)
PO Box 250
Apex, NC 27502
919-249-3426

Town of Apex Pre-Construction Meeting Requirements

This list is not all inclusive and is meant to be used as a guide. Additional requirements may be identified by your site inspector(s) or other Town or government agency representatives during the construction and platting stages.

INVITEES

- Town of Apex
 - Infrastructure Inspections Manager, Inspector(s) – Water Resources Department
 - Stormwater/Erosion Control – Water Resources Department
 - Water & Sewer Utilities Operations Manager – Water Resources Department
 - Zoning Compliance Officer(s) – Planning Department
 - Fire Marshal
 - Representative(s) from any other affected utilities (Town of Apex Electric, Town of Cary, Gas, Cable)
- Owner/Developer and/or Design Engineer
- Contractor (preferably the foreman or site superintendent that will be on the job)

ITEMS FOR DISCUSSION

1. All attendees must provide contact information on the sign-in sheet.
2. Approved, SIGNED construction plans with the latest revisions shall be used for construction.
3. Copies of all applicable local, State, and federal permits (Water/Sewer, Fast-Track, etc.), NCDOT permits (Driveway/Encroachments if applicable), and environmental permits shall be available on the job site for review.
4. All work shall be completed per the latest edition of the Town of Apex Specifications and Standard Details Manual. <http://www.apexnc.org/197/Engineering-Specifications>, unless an exception has been approved by the Town.
5. Pre-construction photos and videos shall be taken prior to the start of construction to document existing conditions. Make infrastructure inspector aware of any existing damage that was found. All damaged items along the property frontage (asphalt, curb and sidewalk) shall be replaced and in acceptable condition prior to issuance of Certificate of Occupancy or final acceptance by the Town of Apex.
6. Any conflicts, deviations or field changes must be discussed with the appropriate Town inspector and determined prior to doing the work whether it is considered to be minor (directed in the field and then identified in the as-built drawings) or major (requiring Construction Plan revision).
7. Standard hours for construction related activities are 7:00 a.m. – 8:30 p.m., seven days a week for on-site work within Town of Apex Corporate Limits. Approved Construction Plan, Site Plan, or Master Subdivision Plan may have different conditions (check notes). Refer to DOT agreements for work hours within DOT rights of way.
8. It is recommended for all commercial projects that a pre-certificate of occupancy meeting be scheduled with Jean Weatherman (919-249-3394) about 2 months prior to completing all work in order to coordinate all CO requirements.

PLANNING DEPARTMENT

1. A tree protection fencing installation permit is required prior to starting any work. It is available at the front desk of the Planning Department or at: <http://www.apexnc.org/DocumentCenter/Home/View/461>
2. Have the project surveyor flag property lines, easements, buffers, tree protection areas and flag the protection limits.
3. Contact the Zoning Compliance Officer to request approval for the tree protection fencing locations.
4. Install the approved tree protection fencing, signs and/or any other protection measures that are called out on the plans.
5. Contact the Zoning Compliance Officer to request approval of the tree protection installation.
6. Maintain tree protection fencing for the life of the project or until directed by the Zoning Compliance Officer to remove it.
7. Coordinate with the Zoning Compliance Officer during the construction of all items related to the landscape buffers, required landscape plantings, site lighting, parking, RCA, required site features, etc.
8. A final inspection of the site will be done prior to the issuance of the project CO. Remove all temporary tree fencing and any other temporary measures.
9. See the Planning Department insert for additional requirements (Attachment B).

EROSION CONTROL

1. Submit the applicable S&E performance guarantee to Development Services. An invoice will be issued at your request (Attachment C). If paying by Letter of Credit, contact Jean Weatherman at (919) 249-3394 prior to issuance.
2. Once the tree fencing has been approved by the Zoning Compliance Officer and the performance guarantee has been received the Letter of Plan Approval (erosion control permit) will be issued. The construction stormwater permit (NPDES), self-monitoring inspection reports and Town of Apex site waste management plan will be issued also at this time.
3. Logging of the site is allowed, but grubbing is only allowed in areas that are related to the installation of temporary erosion control measures (stone construction entrances, temporary diversion ditches, silt fencing, sediment basins, by-pass channels, etc.).
4. Per the Town's UDO, no more than 20 acres of disturbance is allowed at one time. Coordinate your grading and utility work to comply with this requirement. A deviation from the approved phasing plan may be required in order to complete the proposed grading work.
5. At the start of grading work the self-monitoring inspection reports must be completed after every ½" rain event and at least once per week. Reports will be maintained for the life of the project and will be made available for inspection if requested. The reports can be completed by the owner, developer, builder or 3rd party inspector.
6. Contact the Erosion Control Inspector when temporary measures have been installed. The site can be inspected as each basin is installed or after all basins are installed (not disturbing more than 20 acres). After a successful inspection, the certificate of compliance will be issued and grading/utility work is then allowed within the drainage area of the basin.
7. Contact the Building Inspections Department to coordinate the issuance of a site grading permit and/or site plumbing permit (for private storm drainage) if required.
8. After the completion of any grading phase, provide vegetative cover on all slopes steeper than 3:1 within 7 days and all other slopes within 14 days.
9. A proper construction entrance (as per the approved S&E plan) shall be maintained daily. Any trash or debris tracked onto a public road shall be removed and swept immediately. Maintain all temporary measures for the life of the project.

10. Concrete wash-out areas shall not be located within the public right-of-way and shall not drain into the public street and/or storm drainage system.
11. Coordinate with the Erosion Control Inspector prior to removing any temporary erosion control measure.
12. At the completion of the project, all disturbed areas must be stabilized with seed, sod or landscaping. Remove all temporary measures and install all permanent measures. Contact the Erosion Control Inspector to conduct a final inspection. After a successful inspection, the certificate of completion will be issued and permit will be closed. The performance guarantee will be refunded at this time.
13. See the Erosion Control checklist for additional requirements (Attachment D).

FIRE DEPARTMENT

1. Install all perimeter silt fence near existing fire hydrants so that there is a minimum clearance of 5 feet around the hydrant and so that the hydrant is clearly visible from the existing roadway.
2. Install temporary roadway signage so that road names are clearly visible in case of an emergency.
3. Allow vehicular parking on only one side of the roadway to ensure clear passage for emergency vehicles.
4. Coordinate with the Apex Fire Marshal for the placement of the FDC, required signage and sprinkler system approval.

INFRASTRUCTURE INSPECTIONS - UTILITIES

1. Normal work hours for Town of Apex Infrastructure Inspectors is Monday thru Friday, 7:00 a.m. – 3:30 p.m. Any work requiring inspections outside of these hours may be allowed based on the availability of inspection personnel. However, it must be approved a minimum of 48 hours prior to the needed inspection.
2. All existing underground utilities shall be located prior to beginning any excavation or underground construction. All underground utility locates shall be ordered no less than 3 days prior and no more than 12 days prior to the beginning of said excavation or underground construction.
3. Contractor shall provide traffic and/or pedestrian access during construction, where applicable. Loading and unloading areas shall be properly identified and not obstruct traffic and/or pedestrians.
4. Contractors are NOT allowed to operate any Town of Apex water valves.
5. Specific installations are required to have an inspector present (Attachment E). Town of Apex Infrastructure Inspections requests may be scheduled by contacting either the site inspector Monday through Friday from 7:00 a.m. to 3:30 p.m. or Lindley Paynter at 919-249-3356 Monday through Friday from 8:00 a.m. to 4:30 p.m. An automated scheduling system for permitted inspections is not currently in operation.
6. Inform contractor of exactly what our inspector shall witness (water and sewer mains, thrust blocking and collars, pressure tests, service taps, meter boxes, hydrants, re-bar mats at doghouse manholes, public sidewalks and accessible ramps, proof rolls, curb grades, driveways, etc.).
7. Contractor shall contact the Town of Apex Utility Operations to have existing valves on or near waterlines serving the proposed project located and checked for accessibility and operation no less than 48 hours prior to construction. See attachment A for contact information.
8. Contractor shall coordinate all water and sewer testing with the Infrastructure Inspector, including pressure and vacuum tests, chlorination, pulling water samples, water main pigging, mandrel tests, etc.
9. Contractor shall apply and receive a sanitary sewer plug application prior to any work within an existing sanitary sewer manhole.
10. Contractor shall identify the Geotechnical Engineering firm, prior to starting work, that will be onsite monitoring and testing throughout the project.
11. No additional fill is to be placed on utility easements without prior written approval from the Water Resources Department. Developer must make builder aware of this requirement.

12. Contractor to verify all hydrant locations and elevations in with inspector prior to installation.
13. All storm drainage to be installed within the public right-of-way shall be inspected by the project Infrastructure Inspector. All material shall be inspected for damage or defects prior to installation and shall be inspected during installation. HP Storm pipe can be used when approved by the Town of Apex Public Works Director and shall be installed in strict accordance with the manufacturer's specifications.
14. All gravity sewer mains, sewer services and storm drain lines are required to be inspected by CCTV by a third party and witnessed by Town personnel. Included, but not limited to, examples of rejection are pipe sags, separated joints, service lateral inverts below the spring line (meaning all services at the 10 and 2 o'clock position), evidence of infiltration, significant cracks on RCP, transitions of material outside of a manhole or storm drain structure, etc.
15. All utilities (new and existing) are required to be located within the Town of Apex right-of-way line. All water meters and sewer cleanouts are to be placed 1 foot behind the right-of-way line in the 5 foot utility strip. Any utilities placed in the NCDOT right-of-way shall be in an easement outside of the right-of-way UNLESS otherwise noted on the approved plan and NCDOT Encroachment Agreement.
16. At or near the end of construction, the contractor shall coordinate with the Infrastructure Inspector and perform a preliminary walk-thru of the new utilities and public roads and sidewalks. After necessary repairs are made, the contractor shall schedule an official walk-thru with the Infrastructure Inspector.
17. Sanitary sewer outfalls shall be smooth graded, mowed and accessible for Utility Maintenance personnel. All manholes in outfalls shall have locking lids.
18. See list of required inspections (Attachment E).

INFRASTRUCTURE INSPECTIONS – ROADS AND SIDEWALKS

1. If permanent street signage is not installed prior to plat (for subdivisions) or Certificate of Occupancy (for site plans), temporary street signs shall be installed by the developer/owner. Contact Marc Smith of the Town of Apex Public Works and Transportation Department at 919-249-3427 to coordinate all permanent signage. This coordination shall be done 2-4 weeks prior to issuance of the first Certificate of Occupancy. All street signage shall meet MUTCD.
2. ALL pavement striping shall be approved by and coordinated through the Public Works and Transportation Operations Department prior to installation. Do not assume striping shown on the plans is correct.
3. Unless an alternative phasing plan is pre-approved, all project frontage road widening including pavement markings, curb and gutter, traffic calming devices, etc. shall be installed prior to Certificate of Occupancy for site plans or first Subdivision Plan for residential projects.
4. Sidewalk shall be installed lot line to lot line prior to a Certificate of Occupancy being issued.
5. Common area sidewalk shall be installed after Town of Apex Electric has been installed (confirm with Rodney Smith if needed). However, common area sidewalk shall be installed no later than adjacent lot sidewalk prior to Certificate of Occupancy being issued.
6. Parking spaces shall be installed after Town of Apex Electric has been installed (confirm with Rodney Smith if needed). However, parking spaces shall be installed no later than adjacent lot driveway/sidewalk prior to Certificate of Occupancy being issued.
7. DOT road frontage common area sidewalk shall be installed prior to first plat of the subdivision.
8. Final (end of warranty) acceptance of a project will not be issued without the final lift of asphalt installed.

RETAINING WALLS

1. Cast-in-place or precast concrete headwalls/endwalls are the only approved materials within a public right-of-way or public drainage easement. If any other type of wall such as segmented or gravity walls are planned to be utilized as part of site work, each wall MUST obtain written approval from the Water Resources and Public Works and Transportation Departments prior to obtaining a building permit.

INFRASTRUCTURE ACCEPTANCE REQUIREMENTS FOR START OF WARRANTY

Prior to Start of Warranty, Certificate of Occupancy for Commercial Projects, or Subdivision Plat, the following requirements must be met. Additional requirements may be identified during plan review and/or site construction.

1. The engineer shall provide to Development Services a statement of cost for the public facilities and stormwater control measures for review and approval by the Town. All guarantees must be submitted to the Town prior to plat or CO approval.
2. Record Drawings must be submitted and approved following the Record Drawing Checklist: <http://www.apexnc.org/DocumentCenter/View/12883>
3. All fees shall be paid including, but not limited to: Infrastructure inspections, Electric underground, water purity sampling, transportation impact, capital reimbursement.
4. Water and sewer certification required by the Engineer of Record (if applicable)
5. Inspections must pass with Infrastructure Inspections Manager, Utilities Operations & Maintenance Manager, and Traffic Engineer.
6. Pump Station and Force Main certifications shall be received: pump station certification, design calculations, record drawings, certified pump curves, and start up report.

CONTACTS AND RESOURCES

Town of Apex Website: www.apexnc.org

Town of Apex Development Services: www.apexnc.org/189/Development-Services 919-372-7467

Building Permit Information: Town Hall, 73 Hunter St., 1st Floor, 919-249-3418

Infrastructure Inspections Supervisor: Dewayne Carlyle, 919-249-3386

Water Resources, Gate Valve Operation: Jimmy Cornell, 919-249-3536

Public Works and Transportation Street Signage: Marc Smith, 919-249-3427

Public Works and Transportation Road Frontage Inspections: Development Services, 919-249-3394

Transportation Engineer: Russell Dalton, 919-249-3358

Erosion Control: Stan Fortier, 919-249-1166

Street Lights: Town of Apex Electric Department, 919-249-3531

Planning Department Zoning Compliance Staff, 919-249-3426

Fire Protection: David Dillon, Deputy Fire Marshal, 919-249-4062

Water Meters: Water and Sewer Utilities Operations, Jess Sloan, 919-372-7478

Online form: <http://nc-apex.civicplus.com/FormCenter/Public-Works-Utilities-5/Water-Meter-Installation-Request-73>

Cross Connection: Steve Miller, ORC, 919-249-3357 <http://www.apexnc.org/250/Backflow-Prevention-Cross-Connection-Con>

ADDITIONAL DISCUSSION ITEMS

- 1.
- 2.
- 3.
- 4.

- 5.
- 6.
- 7.

I hereby acknowledge that I have read and understand this document and that the items listed herein (as applicable) were discussed during the preconstruction meeting.

Signature by Owner or Owner Representative

Date

Name Print